

*WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, July 15, 2015.*

*Mayor Jordan called the meeting to order at 7:02p.m. It was held in Room 201 of the Greenbelt Community Center.*

*PRESENT WERE: Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope and Mayor Emmett V. Jordan. Council Members Edward V. J. Putens and Rodney M. Roberts arrived later in the meeting.*

*STAFF PRESENT WERE: Michael McLaughlin, City Manager; David Moran, Assistant City Manager; John Shay, City Solicitor and James Craze, Police Chief.*

*Ms. Davis moved that Council conduct an Executive Session in accordance with Section 3-305(b)(1) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland to discuss a personnel matter. Mr. Herling seconded.*

<i>ROLL CALL:</i>	<i>Ms. Davis</i>	<i>-</i>	<i>Yes</i>
	<i>Mr. Herling</i>	<i>-</i>	<i>Yes</i>
	<i>Ms. Mach</i>	<i>-</i>	<i>Yes</i>
	<i>Ms. Pope</i>	<i>-</i>	<i>Yes</i>
	<i>Mayor Jordan</i>	<i>-</i>	<i>Yes</i>

*Council moved into Executive Session at 7:03p.m.*

*Council reconvened to open session at 8:06p.m.*

#### *Festival Permit Policy*

*STAFF PRESENT WERE: Michael McLaughlin, City Manager; David Moran, Assistant City Manager and Joe McNeal, Assistant Director of Recreation.*

*ALSO PRESENT WERE: Lore Rosenthal, Michael Hartman, Bill Orleans, Lynn White, Stacy Brooks and James Giese, News Review*

*There were introductions. Mr. McLaughlin referred to a June 18, 2015 memo on the topic. He stated that staff was trying to find a balance between the City's responsibilities while providing an opportunity for fun and worthwhile community events to occur. He noted fees were a source of concern in the prior policy draft, but this draft contained no fees.*

*Mayor Jordan asked if the policy would cover Braden Field. Mr. McLaughlin responded it could, but noted it would not apply to annual field permits issued to groups such as the Boys & Girls Club.*

*Mr. McLaughlin stated that insurance is no longer proposed to be required but is strongly recommended. He also stated food trucks were addressed in the new draft. Ms. Davis stated suggested maybe a separate food truck addendum was needed.*

*Mr. McNeal pointed out that permit applications must be submitted at least 60 days in advance. Mayor Jordan suggested that applications be allowed in fewer than 60 days at the City's discretion.*

*Mr. Herling asked about provisions for groups to request rain dates. Mr. McLaughlin agreed to add this to the form.*

*Ms. Rosenthal asked for the City response time to be specified. Mr. McLaughlin was comfortable with up to 14 days being listed as a City response time to an application.*

*Mr. Herling raised the issue of multiple events on the same day. Ms. Mach agreed and suggested an additional sentence encouraging applicants to consult community calendars before scheduling their event.*

*Mr. Hartman asked how far in advance groups could apply and how many dates a group could reserve. Mayor Jordan responded that long standing events such as Labor Day are grandfathered in.*

*There was considerable discussion of the number of events taking place at the same time and how to guide groups to the News Review Community Calendar or other sources to try and avoid these conflicts.*

*Ms. Davis asked that the required food truck permits be displayed prominently. She suggested a no idling policy for food trucks and expressed concern about dripping fuel or grease coming from these trucks.*

*Mr. Roberts asked why food trucks weren't allowed on Centerway. Mr. McLaughlin explained that the County didn't allow food trucks on public streets. Ms. Mach did not want food trucks on Centerway.*

*Ms. Rosenthal suggested that the City repeat the liability language under the vendor section. Mr. Jordan responded that vendors were savvy and it was not a problem for them to read several pages. Ms. Pope agreed. Ms. Davis suggested a food truck addendum which would include a Spanish language version. Mr. Hartman agreed that other languages were a good idea. He also stated that some businesses might not be as savvy and the City should be inclusive of these vendors. Mr. Hartman did not want food trucks to occupy any of the handicapped parking spaces.*

*Ms. Brooks asked if the event organizer had to provide copies of the sales tax license. Mr. McNeal responded that the intent of the policy was to have actual copies.*

*There was considerable discussion about the food truck licenses versus temporary one day food vendor permits.*

*Mayor Davis asked about moon bounces. Mr. McNeal responded they were considered mechanical amusements and covered in that section of the draft policy.*

*There was discussion of the smoking prohibition at Roosevelt Center.*

*Ms. Rosenthal suggested that language about trash pick-up and the applicant's responsibilities regarding trash be added on page 7 of the application.*

*Ms. Davis suggested the addition of language under Liability Insurance indicating that the City is covered but the event organizer is not.*

*Under event details on the application form, there was discussion of the parking question. Mr. Hartman suggested rewording the handicapped question. Staff agreed to revisit the question. There was concern about the money collection question and security concerns depending on the amount collected.*

*Council discussed the checklist. Ms. Davis wanted a gambling license (if applicable) included on the checklist form.*

*Ms. Davis asked about referring this policy to advisory groups. Mr. McLaughlin agreed to make the referrals. Mayor Jordan wanted to implement the policy soon.*

*Ms. Davis shared several information items.*

*The meeting ended at 11:05pm.*

*Respectfully submitted,*

*David Moran  
Assistant City Manager*